

LETTER OF INSTRUCTION

Supply Division [REDACTED] Small Purchases Branch

Position No. GS-06 Supply Assistant

1. The purpose of this memorandum is to provide you, the incumbent of the above position, with a clear understanding of your Branch, the responsibilities of your position and what is expected of you.

2. The Small Purchases Branch [REDACTED] is responsible for the procurement, shipment and/or delivery of low-cost, common items which are handled under an imprest fund or procured on a

[REDACTED]  
Property Procurement Allotment/Property Requisitioning Authority and Financial Property Accountability systems.

3. As Supply Assistant you are expected to have a thorough knowledge of the scope, the responsibilities and authorities (as expressed in [REDACTED] and the procedures for accomplishing the mission of the Branch. Specifically, you will be responsible for:

a. Primarily, you will be responsible for assisting me in carrying out administrative functions of the Branch which will require considerable personal initiative on your part. To a large degree you will work without direct supervision. Therefore,

you are expected to seek guidance and assistance from me or the Senior Procurement Officer when in doubt concerning those aspects of Branch functions. On the other hand, in order to enhance your background and fill gaps which may occur due to absences, you will be cross-trained in the procurement and packing and shipping functions of the Branch.

b. Assisting the Branch Chief in maintaining the accounting for the Branch Imprest Fund on a day-to-day basis.

c. Reviewing and evaluating requirements directed to you to insure that they fall within the scope and the authority of the Branch, for recording them in the requisition register and establishing a individual file folder for each requirement. You will be responsible for maintaining these files in accordance with the instructions contained in the procedures for Branch operations.

d. Cancelling requirements on the basis of Form 1931 or other information provided by Procurement Officers or Assistants, adjusting the requisition file and register, transmitting the necessary documentation to either CC&DB/SD or the Headquarters component concerned, as appropriate. In this respect you must be thoroughly familiar with the guide lines for handling completed actions, cancellations and diversions.

e. Maintaining the Time and Attendance Records for Branch personnel. Therefore, it is imperative that you know how to properly record this information for transmittal at the end of

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each pay period. You will also prepare and submit to the Chief [REDACTED] a daily Time and Attendance Report.

f. You will assist the packer in the preparation of shipping documents and the addressing of shipments.

4. In accomplishing the responsibilities of your assignment, you are expected to maintain a close working relationship with other Branch personnel to enable you to acquire a knowledge of all functions or phases of the operation. You are expected to exercise good judgment and common sense in carrying out your responsibilities, particularly when in contact with personnel of other Agency Components or the general public. Workloads will be continuously reviewed and managed and unusual conditions brought to my attention.

5. You are expected to make suggestions for change, particularly in procedures, generate ideas for improvement of our operation as well as demonstrate initiative in problem solving. Where unusual conditions exist which require correction, I desire to be made aware of them.

6. The importance of security, safety and good housekeeping practices can not be over emphasized, Additionally, you are expected to comply with the requirements for reporting emergency absences consistent with regulations.

7. The Senior Procurement Officer will be a major source of direction and guidance to assist you in fulfilling your responsibilities. I strongly urge you to consult with me or him at any time concerning any problem areas or when you need assistance. I will discuss your per-

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formance with you periodically and your fitness report will reflect the quality of your performance and those functions and duties expressed in this Letter of Instruction.

CHIEF, SMALL PURCHASES BRANCH/CD

30 AUG 1974

Date

30 Aug 1974

Date

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